



Inspectional Services Department

Mayor Martin J. Walsh

1010 Massachusetts Ave., Boston, MA 02118

Public Records Request Form M.G.L. c. 66, s. 10

Date: _____

Name: _____

Address: _____

City, State, Zip: _____

Contact Number: (_____) _____

Please Check: Owner Occupant _____ Legal Representative _____

News Media _____ None of the above

Please indicate location of the property for which you are requesting records

Address: _____

Neighborhood: _____ Ward _____

Business Name (if applicable): _____

I am requesting records from the following division(s)

Animal Care & Control _____ Building _____ Health _____ Housing _____

Environmental Sanitation _____ Legal _____ Weights and Measures _____

Please identify the documents requested, including the relevant time frame of the request:

Signature: _____

Fees:

The cost for copies of records will be .20¢ per page for photocopies and computer printouts. Additionally, 950 CMR 3-2.06 states that the *Keeper of the Records* may charge the applicant a fee based on the time it took to search, segregate, redact and photocopy the requested documents. This charge is based on the hourly wage of the lowest paid employee capable of performing the task. *Please Note: The Boston Inspectional Services hourly rate for all clerical staff is \$16.72 per hour.*

Note:

Pursuant to M.G.L. c.66 § 10, all records and documents in possession of a government agency are public records. However, government agencies must redact from all documents exempt information as defined by M.G.L. c. 4, s. 7, 26th clause.

Research of documents may incur additional fees:

Documents dated three years or older are stored in an off-site storage facility. Documents requested from this facility will accrue additional costs associated with the file such as: retrieval, return and transportation costs. *(Please see below)*

Retrieval fee	\$1.00
Return fee	\$1.00
Transportation fee	\$1.00

Please Note: The cost of postage may also be charged.